

Henry County Board of Commissioners
Request for Proposals No. 1
October 9, 2007 Posting Date

Request for Proposals Notification

Project Location: Henry County, Indiana

Response Due Date and Time: October 23rd, 2007 and no later than 2:00 p.m. local time

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions: Mr. Jeff Ray
Trail Committee Chairman
Healthy Communities of Henry County
(765) 524-1753
jray@tmcsmail.com

Submittal requirements:

1. 5 copies - Letter of Interest for each item (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals. (sample form follows).

Submit To: Healthy Communities of Henry County, Inc.
100 South Main Street, Suite 204
New Castle, IN 47362

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

Requirements for Letters of Interest (LoI)

A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten (10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. (http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).
- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. (http://www.in.gov/dot/div/legal/DBE/dbe_list.xls)

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Work item details:

Local Public Agency: Henry County Board of Commissioners

Project Location: Henry County, in and near New Castle, Indiana

INDOT District covering project: Greenfield District

INDOT Des#: 0301158

Project Phases Included: Item 1. Right-of-Way Services
Item 2. Construction Engineering

Project Description: Wilbur Wright Trail, Project No. 0301158
The project begins at the Henry County YMCA in New Castle, Indiana, and ends near the intersection of State Road 103 and C.R. 150 N. The trail lies partially along an abandoned railroad corridor. It is 12 feet wide with 2-foot shoulders and includes an underpass beneath the Norfolk Southern Railroad, and a bridge over Penns Run. Topographic surveying, the CE (Level 3) environmental study, and the Preliminary Engineering are either completed or in progress. A field check of the project was conducted in February, 2007.

Estimated Construction Amount: \$1,100,000

Funding: Federal Funding involved

Term of Contract: Item 1: Right-of-Way Services work is anticipated to start December 2007
Item 2: Length of construction contract plus two months

DBE goal: Item 1. Right of way Services: 0%
Item 2. Construction Engineering: 3%

Required Prequalification Categories:

Item 1: Right-of-Way Services

- 12.1 Project Management
- 12.2 Title Research
- 12.3 Value Analysis
- 12.4 Appraisal
- 12.5 Appraisal Review
- 12.6 Negotiation

Item 2: Construction Engineering Services

General Prequalification

Additional Qualifications: the following shall constitute as the minimum requirements for an individual assigned under this agreement.

- 1.) Indiana Licensed Professional Engineer, or

- 2.) Graduate from an accredited college with a BS in Civil Engineering,
or
 - 3.) Certified under INDOT's Certified Technician Program
- Additionally, all assigned individuals must have the ability to pass written and proficiency tests for INDOT's Qualified Technician Program for Construction Personnel prior to such tests being required on the assigned project.

CONSULTANT SELECTION RATING FORM

LPA Consultant Selection Rating Sheet

Selection Rating for RFP No. N/A Des# 0301158

Consultant Name: _____ Services Description: Item 1 : Right-of-Way Services

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills			10	
	Demonstrated outstanding experience in similar type and complexity	2			
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
	Insufficient Experience	-3			
Approach to Project	Project understanding and innovation that gives cost and/or time savings.			15	
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time			20	
	Availability of more than adequate capacity that results in added value	1			
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable			15	
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	Location of assigned staff office relative to project			5	
	Within 50 Miles	1			
	51-150 Miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total:					

The scores assigned above represent my best judgment of the consultant's abilities for the rating categories.

Name: _____ Signed: _____

Title: _____ Date: _____

CONSULTANT SELECTION RATING FORM

LPA Consultant Selection Rating Sheet

Selection Rating for RFP No. N/A Des# 0301158

Consultant Name: _____ Services Description: Item 2 : Construction Engineering

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills				
	Demonstrated outstanding experience in similar type and complexity	2		10	
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
	Insufficient Experience	-3			
Approach to Project	Project understanding and innovation that gives cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed	2		15	
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time				
	Availability of more than adequate capacity that results in added value	1		20	
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2		15	
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	Location of assigned staff office relative to project				
	Within 50 Miles	1		5	
	51-150 Miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total:					

The scores assigned above represent my best judgment of the consultant's abilities for the rating categories.

Name: _____ Signed: _____

Title: _____ Date: _____

Request for Proposals No. _____
Item No. _____

AFFIRMATIVE ACTION CERTIFICATION

I do hereby certify that it is the intention of my company to affirmatively seek out and consider certified DBEs to participate as part of this proposal. (For listing of DBE certified firms, see www.in.gov/dot/div/legal/DBE/dbe_list.xls.)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed will be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this PSB. I understand and agree that no subcontracting will be approved or commenced until the Indiana Department of Transportation has reviewed and approved the affirmative action taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP. I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification shall cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned Percentage to be paid to DBE</u>
--	-------------------------------	--

DBE SUBCONSULTANTS TO BE APPLIED BEYOND GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned Percentage to be paid to DBE</u>
--	-------------------------------	--

Total Percentage Credited toward DBE goal (Race/Gender Conscious): _____

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): _____

Name of Company _____

By: _____ Date _____